

DETACHMENT 1

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STANDARD OPERATING PROCEDURE  
NUMBER 22-3177-1

27 April 1971

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PER DIEM FOR [REDACTED] MILITARY, USAF  
CIVILIAN AND CONTRACT PERSONNEL

1. PURPOSE: To establish a uniform policy and procedure for the payment of per diem and mileage allowances.

2. SCOPE: All personnel (Military and Civilian) assigned or attached to this unit.

3. GENERAL:

A. [REDACTED] has been established as the PCS point of assignment for our personnel with duty assignment on a TDY basis to [REDACTED]

B. Per diem and mileage allowances for Civilian personnel will be computed in accordance with Standard Government Travel Regulations (SGTR).

C. Per diem and mileage allowances for Military personnel will be computed in accordance with Joint Travel Regulations (JTRS).

D. It is understood and expected that variations in travel will occur. The Base Commander will approve such deviations for which claims are submitted.

E. The per diem ~~received under~~ this program is based upon an administrative determination and is not a right under government regulations. Nonetheless it is a formal financial claim for expenses incurred and as such must be exact and true in every respect.

4. POLICY: Travel and per diem payments are determined by the Base Support Officer based on the following rules:

A. Mileage from [REDACTED] is computed as a constant and is hereby established as 120 miles for the main road as well as the Orange road. Mileage on the back road via Highway [REDACTED] is also computed as a constant and is established as 160 miles. Other constants are 30 miles from the Area to Command Post One. 25X1A

B. Meals will be considered to be available if the individual is on Station at any time during the published meal period. Passengers on the morning shuttle flight will not be allowed to eat the breakfast meal. Boondocking personnel will be considered to be "On Station" insofar as meal availability is concerned. Meal

periods will be the official periods during which the appropriate meal is being served. These periods are subject to change at any time.

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[REDACTED]

sation will be paid unless use of the back road is directed by the Commander or his designated representative because of emergency conditions. Time used in excess of above limits must be fully explained to and approved by the Commander or the Base Support Officer as appropriate in order to be reimbursable. All personnel are required to put down actual times of departure and arrival. Points of departure/arrival are established as your own home [REDACTED]

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D. In-flight and/or box lunches will be considered as "meals available".

E. Official travel by government vehicle/aircraft is compensated for by per diem only, no mileage.

F. Civilain personnel who are eligible to fly on the shuttle are authorized one round trip per week from the PCS point to the TDY point. When the afore-mentioned individuals are required to remain over-night, they will be reimbursed at the daily Area per diem rate. Trips in excess of this one allowed will not normally be permitted and must be approved in advance.

G. Military personnel are authorized one round trip per week from the PCS point to the TDY point. These personnel, at the discretion of the Base Commander, may be authorized one additional round trip from the TDY point to the PCS point per calendar month.

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H. Per diem is not authorized for official round trips of ten (10) hours or less which originate [REDACTED]

I. When round trip temporary duty travel away from the Area begins and ends in the same calendar day, per diem will be computed on the basis of availability of meals and quarters.

J. Travel (by any mode) for personal reasons (R&R, etc.) which originates and terminates in [REDACTED] within a twenty-four (24) hour period shall not be shown on the monthly voucher in that no additional monies will accrue for such travel. The Base Support Officer will consider the individual as having remained in [REDACTED] 25X1A

K. Additional trips in any calendar week occasioned by Official Holidays during that week are considered to be Official reporting trips and will be [REDACTED]

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L. Travel from [REDACTED] during the last quarter of a day previous to a duty day will be allowed to provide adequate sleep. However, all travel originating between 1200-2400 hours will be considered to have been initiated after 1800 hours and completed prior to 2400 hours regardless of actual arrival time at [REDACTED]

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M. Travel from the [REDACTED] which begins during the last quarter of a duty day and extends into the first quarter of the next day must be fully explained or it will not be allowed, ie., late flying, air evacuation, directed departure, etc..

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N. Proficiency and or cross-country flights that are designated as Official by the Operations Officer will be reimbursed in accordance with applicable JTRS or SGTRS. They will be designated as O/XC on the monthly voucher. Time periods used in personal proficiency and/or cross-country flights will be computed as if the individual had remained in [REDACTED] unless the flight begins or terminates in [REDACTED] in which case per diem will terminate at the end of the quarter in which the person arrives in [REDACTED] and will commence with the beginning of the quarter in which he departs [REDACTED]

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O. Official flights will be reimbursed in accordance with JTRS and/or SGTRS as applicable. They will be designated as O/F on the monthly voucher.

P. All official flights (O/XC and O/F) must be certified by the appropriate approving official by initialing the activity in the double asterisk (\*\*) column in order for the individual to be reimbursed.

Q. The calendar period covered by individual vouchers will be staggered so that the work load involved is distributed in a reasonable manner. The Base Support Officer will specify voucher periods.

R. Monthly vouchers will be approved and forwarded to the Support Office on the first working day after the close of the voucher period.

S. The Support Officer will make payment of monies due on monthly vouchers NLT the fifth working day after the close of the voucher period or date of submission whichever is later.

T. The Support Officer will not make early payment (before voucher period close out date) unless emergency exists and he has the specific coordination of the Senior Approving Official to whom the individual is assigned. The Commander will resolve any differences of opinion which may develop between the Support Officer and the applicable Senior Approving Official.

5. PROCEDURES:

A. Each individual will maintain his own travel itinerary which must be approved in writing by an appropriate approving Officer prior to submission to the Support Officer, penciled reports not acceptable.

B. Approving officials will not delegate final monthly voucher approving authority, this does not in any way preclude each approving official from establishing an "in-house" system for handling vouchers.

C. The Commander, Executive Officer, Electronics Officer, Operations Officer, [REDACTED] ment are designated as Senior Approving Officials for monthly vouchers. The Operations Officer will approve [REDACTED] vouchers in the absence of the OIC.

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Support Officer

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SUPERSEDES: SOP 22-3177-1, dated 10 July 1969

OPR: Support Office

DISTRIBUTION: A & B